

Northern Virginia Community College 2007-2008 Catalog

BUSINESS MANAGEMENT: Public Management Specialization

Associate of Applied Science Degree **WO, ELI***

Purpose: This specialization provides knowledge and skills in public sector management and is designed to prepare students for initial employment or advancement in present employment. The occupational objectives include administrative assistant, management trainee, supervisor, office manager, or manager in local, state, federal, or non-profit organizations.

Recommended Preparation: The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

*Graduation requirements are certified by a faculty advisor at a campus offering this major.

Two Years Credits

1st Semester

ACC 211 Principles of Accounting I	3
BUS 100 Introduction to Business	3
ENG 111 College Composition I	3
MTH 151 Mathematics for the Liberal Arts I	3
2PED 116 Lifetime Fitness & Wellness	1
PLS 211 U.S. Government I	3
SDV Elective	<u>1</u>
Total	17

2nd Semester

ACC 212 Principles of Accounting II	3
BUS 200 Principles of Management	3
ENG 112 College Composition II	3
PBS 100 Intro. to Public Administration	3
PBS 105 Personnel Mgt. in the Public Sector	3
PLS 212 U.S. Government II or Elective	<u>3</u>
Total	18

3rd Semester

BUS 201 Organizational Behavior	3
BUS 202 Applied Management Principles	3
BUS 241 Business Law I	3
3ECO 120 Survey of Economics	3
3-4 ___ Humanities/Fine Arts Elective	3
4-5SPD Elective	<u>3</u>
Total	18

4th Semester

BUS 220 Intro. to Business Statistics	3
BUS 226 Micro. Business Applications or AST 236 Specialized Software Appl. or ITE 115 Intro. to Computer Applications & Concepts	3
PBS 116 Public Budgeting & Finance	3
PBS 240 Constitutional Law	3
5-6PBS Elective	3
2PED/RPK	<u>1</u>
Total	16

Total credits for the A.A.S. Degree in Business Management with a Specialization in Public Management = 69.

¹ Students may substitute a higher-level math. Consult a faculty advisor for appropriate selection.

² The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED is offered as both a 1-credit and a 2-credit course.

³ ECO 201 or 202 may be substituted for ECO 120.

⁴ Humanities/fine arts elective may be chosen from list on page 54.

⁵ The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.

⁶ PBS elective may be selected from ACC, ACQ, CON, BUS, ECO, FIN, ITD, ITE, ITN, ITP, MKT, PBS, or PLS.

Revised 8/3/07